

The Coleg's Strategic Development Fund: small grant scheme

Date: 16 November 2016

Reference: 16/01

To: The Heads of higher education institutions in Wales, Coleg Cymraeg Cenedlaethol's Advisory Group, institutional Welsh Language Provision Co-ordinators and Branch Officers.

Respond by: 12:00, 10 January 2017

Contact: Catrin Williams

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This circular invites applications for small grants to be awarded from the Coleg's Strategic Development Fund.

This document is available on Coleg Cymraeg Cenedlaethol's website

Small Grants Circular

Background

1. This circular outlines the arrangements for submitting applications for small grants from Coleg Cymraeg Cenedlaethol's [the Coleg] Strategic Development Fund.
2. Applications are invited for Small Grants to fund or support projects that will not run for more than a year, and that will not need a contribution of more than £2,500 from the Coleg.
3. The objective of the Small Grants Fund is to support innovative initiatives, including individual projects that will extend and/or enrich Welsh-medium higher education provision, or that contribute in some other way towards fulfilling the objectives of the Coleg's Academic Plan. Applications are welcomed for projects that will lead to producing educational resources, publications or provision, in addition to personal research.
4. The Coleg is keen to invite applications for funding to support a variety of activities and developments. However, some activities are funded by the Coleg in other ways, or are unsuitable to be supported through the Small Grant Scheme. **Those who submit application are asked not to include the following in their applications:**
 - Applications for funding to release lecturers' time in order to undertake research when they are already employed on a teaching and research contract in institutions;
 - Applications for funding to develop resources to support students' language skills and/or study skills;
 - Applications for funding to support events or developments that have already taken place;
 - Applications from individuals who are not members of the Coleg (in line with the conditions of the Circular);

- Applications relating to activities that are already being funded by the Coleg (e.g. work by lecturers who are funded by the Coleg or work that could fall within the scope of one of the Coleg's national projects);
- Applications relating to the marketing activities of individual universities only;
- Applications relating to Initial Teacher Training;
- Applications for the costs of collaborative modules and activities (a list of modules and activities to be supported in 2016/17 has already been awarded, and the next cycle to be supported in 2017/18 will be invited in the spring);
- Applications to fund the cost of arranging and conducting conferences (a list of conferences to be supported in 2016/17 has already been awarded, and the next cycle to be supported in 2017/18 will be invited later in the academic year);
- Applications from individuals who have already received a small grant, where the work has not yet been completed.

Applications

5. Applications are invited for small grants from members of the Coleg only (staff membership) in the form noted in Appendix A.
6. Each institution can submit up to five applications, but no more than one application is allowed by any individual in any one round of applications. All individuals are also expected to complete a previous small grant project of their own before submitting an application for another small grant. Applications for a small grant are not permitted if the applicant has a small grant in progress.
7. Each application must be signed on behalf of the institution by an authorised representative, ensuring that institutional processes have been followed. Only one individual should be identified as the project manager.

8. Decisions regarding allocations from this round of applications will be announced by means of a circular.
9. Applications should be submitted by **12:00, 10th January 2017**. Applications submitted after this date will not be accepted, and applications cannot be changed or revised after this date. Full financial details are expected in the application, and the Awarding Panel can place conditions on the budget that will not change after the award.
10. If the grant's output is not produced or provided within the agreed timescale and in line with any conditions that were identified, the individual will not be able to apply for another small grant for 3 years.

Other requirements

11. Once the project is completed, a short report will need to be submitted outlining the project's output, along with a full financial specification approved by the university's finance office.
12. A condition of the funding is that each individual who receives a small grant should provide a report at the end of the project in a suitable form to be published as a short academic article (600 – 1,000 words) in '*Ffrwd*' *Gwerddon* (and through any other publishing medium that the Coleg deems appropriate).
13. Any application that identifies submitting an article to *Gwerddon* as an output of the grant will have to do so. However, an article is not the most suitable output in all cases, and that should be considered before identifying it in the application as a planned output of the project.
14. Where relevant, any resources that are developed after receiving funding through the Small Grant Fund will be placed on the Coleg's e-learning platforms e.g. Y Porth, Llyfrgell y Coleg, Yr Esboniadur and/or the Coleg's iTunes U site. If the Coleg deems that the output is not suitable to be placed on one of these platforms, other conditions will be noted.

15. The Coleg's Publications Officer (Mari Fflur m.fflur@colegcymraeg.ac.uk) can be contacted for further information about developing a resource/publication in a form that is suitable for e-learning platforms.
16. Resources/publications on the Coleg's e-learning platforms are licensed under a *Creative Commons* licence e.g. [CC BY-SA 4.0](https://creativecommons.org/licenses/by-sa/4.0/) unless there are special circumstances, and these special circumstances are agreed in writing by the Coleg before awarding the grant. It is the project manager's responsibility to ensure that all contributors are aware of this procedure, and consent to it. Copyright clearance is the responsibility of the project manager. It should be noted in what form or platform any resource that derives from the project will be published, and what steps will be taken in order to place a *Creative Commons* licence on the resource. Again, the Coleg's Publication Officer (Mari Fflur m.fflur@colegcymraeg.ac.uk) can be contacted for further information about the Coleg's publication guidelines.
17. The maximum length of any project shall be 12 months, and any funding not spent within that period must be returned. If the timetable of the project changes, for reasons beyond the control of the project manager, then a request for an extension should be sent to the Coleg's Project Officer (Catrin Williams c.williams@colegcymraeg.ac.uk).

Further enquiries

18. Any further enquiries about small grants should be sent by e-mail to Catrin Williams in the first instance (c.williams@colegcymraeg.ac.uk).

APPENDIX A

Project Title:	
Project manager's name:	
E-mail:	
Telephone number:	
Membership number:	
Institution:	
Start date:	
End date:	
Total grant:	

1. A brief outline of the proposed project (no more than 500 words)

2. The proposed timetable and budget of the project (detailed notes should be given in this section; the Awarding Panel can place conditions on the budget, and the amount of the grant will not be changed following the award).

Timetable	Activity	Cost
	Total	

3. Other sources of funding (if applicable)

4. Project output (no more than 250 words)

Signed by the prospective project manager:

Signed on behalf of the institution:

Date: